

## ***Ergonomics Committee Meeting Notes***

**Submitted by Carol A. Smith**

**August 6, 2001**

- 1) The results of the Health/Ergo Fair at the MSL were presented. One hundred sixty seven (167) attendees responded to the survey.
- 2) Committee members, Carol Smith and Graciela Perez, will review survey results of all previous ergo fairs. This will be a starting point to develop a future presentation to Dennis Erickson on the activities of the committee. The presentation to Denny will be scheduled for some time in October.
- 3) Yvonne Ellington reviewed the final "to do" list for the ESA Ergo Fair, scheduled for August 15, 10:00 – 1:00 at the S-site Cafeteria.
  - a) Assignments were given to committee members. In addition to the assignments, the survey/questionnaire will be updated by Mabel Gray, Barbara Garcia and Graciela Perez prior to the fair. Also, Mabel will develop a vendor source checklist to help with future ergo fairs.
  - b) **Setup for the ESA Fair will be August 14 at 3:00 pm at the S-site Cafeteria. Your help is most appreciated.**
- 4) New members were added to the committee distribution listing. They include Susan Ramsey, Kathy Smith, and Robin Cyr.
- 5) The date for the ESH Ergo Fair will change. Graciela will make arrangements with Rae Arguello to change the date from September 11 to Sept 27.
- 6) Our next meeting will be on Monday, August 20, 10:00 – 12:00, in the CMS Conference Room. We will discuss the results of the ESA Ergo Fair. Carol and Graciela will present findings from previous fairs.
- 7) Graciela has made arrangements for NIOSH to visit the Laboratory August 21-22 to discuss Lab participation in a 2-3 year study. BUS and ESH will participate in the study. Graciela will present more information on the visit at our next meeting, August 20.
- 8) Please mark your calendar – The Ergo Committee Meeting for September is scheduled for Monday, September 17. ***All future meetings will be on the 3<sup>rd</sup> Monday of each month. Jen, please schedule the CMS Conference Room for future meetings.***

**Important Dates to Remember!**

<b><i>To Do</i></b>	<b><i>Date and Time</i></b>	<b><i>Place</i></b>
1. Setup for ESA Ergo Fair	August 14 – 3:00 pm	S-site Cafeteria
2. ESA Ergo Fair	August 15 – 10:00 – 1:00	S-site Cafeteria
3. August Ergo Committee Meeting	August 20 – 10:00 – 12:00	CMS Conference Room
4. September Ergo Committee Meeting	September 17 – 10:00 – 12:00	CMS Conference Room
5. ESH Ergo Fair	<b><i>New Date!</i></b> - TBD	TA-59
6. NIOSH Visit	August 20 - 21	

***Meeting Agenda for August 20, 2001***  
***10:00 – 12:00***  
***CMS Conference Room***

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1) Survey results from ESA Fair	Yvonne Ellington
2) Survey analysis of past Ergo Fairs	Graciela Perez and Carol Smith
3) Planning for September 27 Ergo Fair at ESH	Rae Arguello
4) More information on NIOSH visit, scheduled for August 21-22	Graciela Perez

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